

# DEPARTMENT OF BIOLOGY

## BIOLOGY OFFICE REMOTE STAFFING and CONTACT INFORMATION

*Beginning March 26, 2020 and until further notice*

In order to reduce the risk of exposure to students, staff, and faculty, and in response to the emergent COVID-19 situation, beginning March 26, 2020 the Biology office will have no staff scheduled in the office, other than limited staffing on Thursdays to allow us to provide continuity for package deliveries, mail, and other critical operations yet increase social distancing per the directive of the Provost. Department of Biology office staff will instead be working remotely for the coming weeks. *Email and phone messages will be checked regularly throughout the business day.*

Please use the following contact information for specific questions:

- Mail and packages delivered to the Department of Biology office (77 Klamath) on Thursdays only.
- For questions about Spring 2020 courses, please contact your instructor. Department of Biology faculty contact information can be found at: <https://biology.uoregon.edu/profiles/fac/>
- For University mental health support resources, please visit the Counseling Center website (<https://counseling.uoregon.edu/crisis-support>) or call the health center crisis hot line 541-346-3227.
- For **undergraduate-related inquiries**, please email or phone Biology curriculum assistant Ingrid Newman (email [ingridk@uoregon.edu](mailto:ingridk@uoregon.edu), phone 346-6052).
- For **graduate-related inquiries**, please email or phone Biology graduate program manager Jen Strong (email [jsstrong@uoregon.edu](mailto:jsstrong@uoregon.edu), phone 346-4503) or Biology graduate program assistant Gabrielle Andrew (email [gandrew@uoregon.edu](mailto:gandrew@uoregon.edu), phone 346-4531).
- For **undergraduate student payroll, scholarships, and general inquiries**, please email or phone Biology administrative program assistant Annie Rogers ([arogers2@uoregon.edu](mailto:arogers2@uoregon.edu), 346-4527).
- For **accounting, travel, purchasing, and reimbursement inquiries**, please email or phone Biology accountant Sara Corrente ([saram@uoregon.edu](mailto:saram@uoregon.edu), 346-4504).
- For Department of Biology **computing inquiries**, please email or phone Biology IT Coordinator Fei Tsai ([ctsai@uoregon.edu](mailto:ctsai@uoregon.edu), 346-6054).
- For **budget, personnel, faculty & staff payroll, and unit operations inquiries**, please email or phone Biology business manager Shelley Elliott ([shelley1@uoregon.edu](mailto:shelley1@uoregon.edu), 346-4526).

Thank you for your flexibility and understanding.

Bruce Bowerman  
Biology Department Head

Shelley Elliott  
Biology Business Manager